OSH Training Records

Presented by: ETTA Bureau, (919) 707-7876

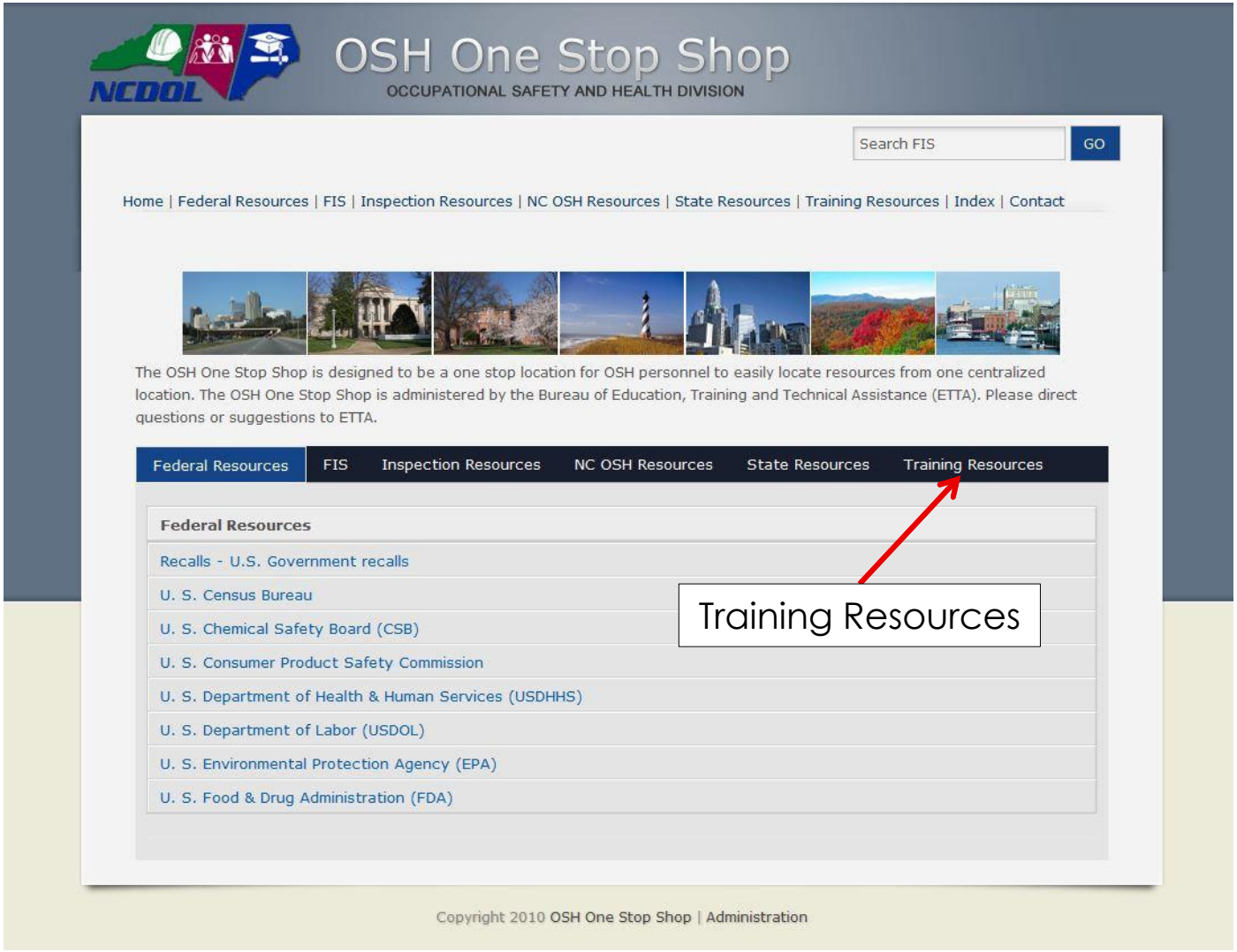
Objectives

- How to Access Training Records Database
- How to Read Your Training Records
- Submitting Training Documentation
- CourseMill Webinars (OTI)
- FAQ's

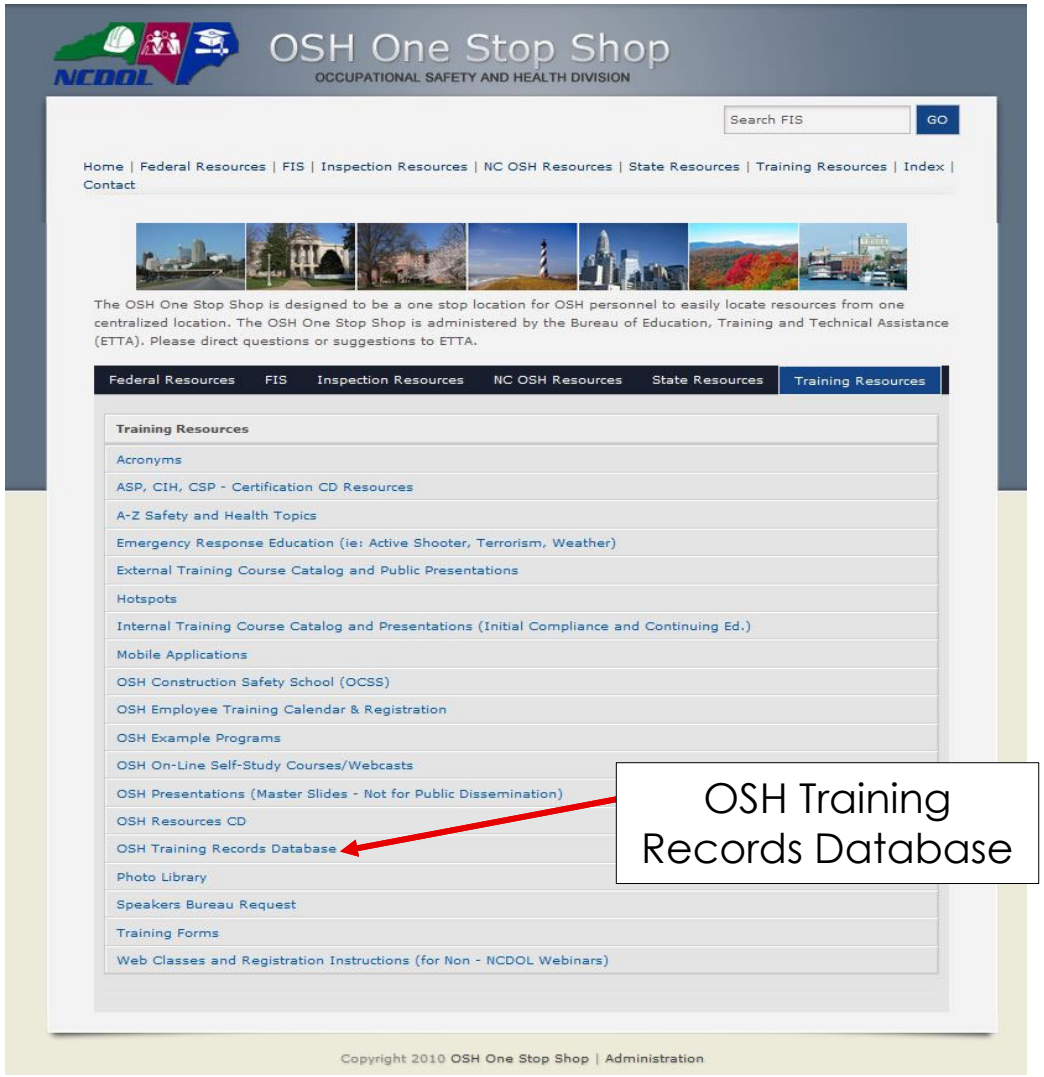
Benefits

- Less Paperwork
- Less Work overall
- If needed for legal purposes
- Complete Training Records For:
  - Appraisals
  - Certifications
  - Federal Audit
  - Personal reference
  - Seeking employment

OSH Training Records Database



OSH Training Records Database



OSH Training Records Database

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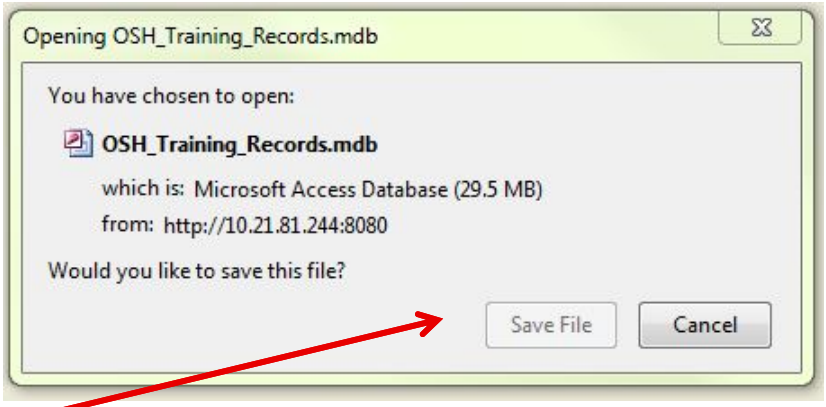
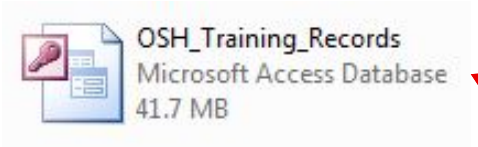


Save File to Desktop (easily accessibility)

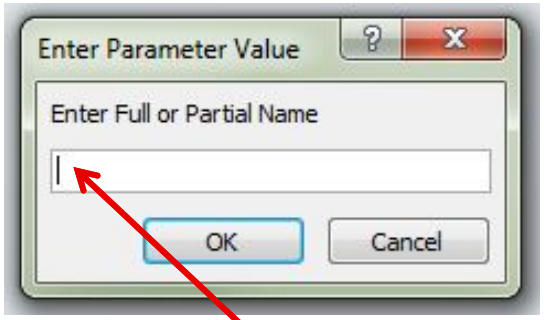


Look for Training Records on your desktop, double click to open.

NOTE: Remember to delete the database from your desktop after you have printed your records.

OSH Training Records Database

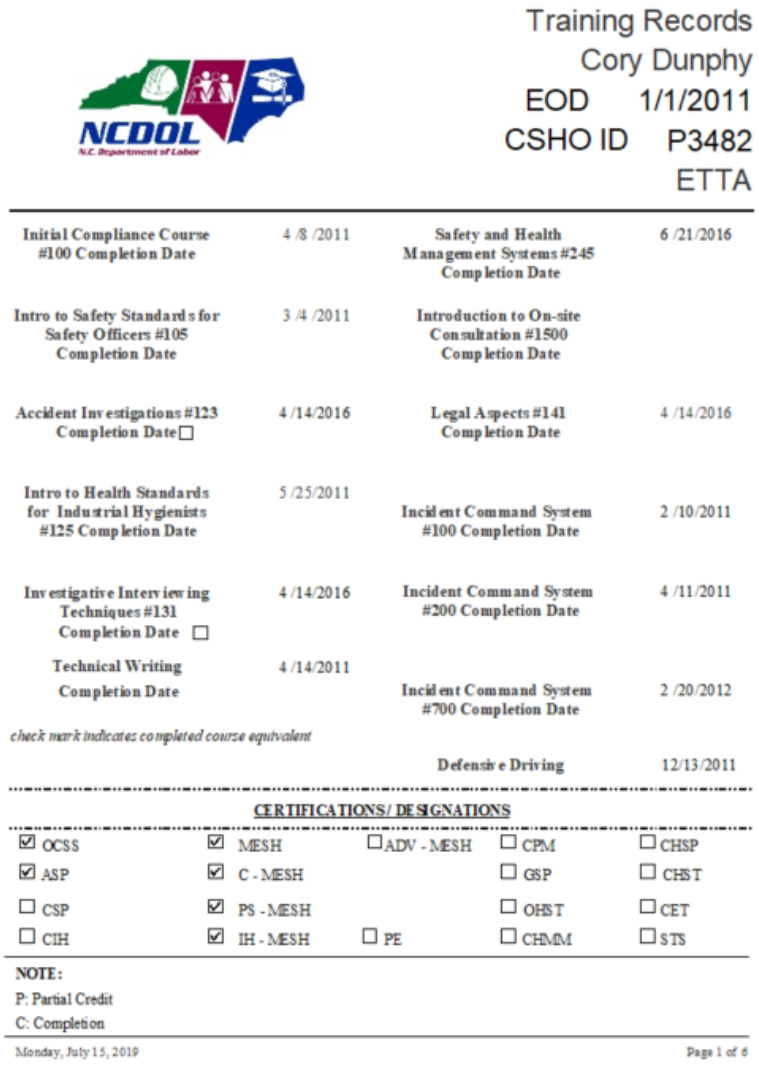
To Access Your Training Record



Will let you know the last time the database was updated, on the One Stop Shop.

Enter first and/or last name. The more specific the better. The database is not case sensitive.

OSH Training Records Database



Training Records
Cory Dunphy
EOD 1/1/2011
CSHO ID P3482
ETTA

Initial Compliance Course #100 Completion Date	4 /8 /2011	Safety and Health Management Systems #245 Completion Date	6 /21/2016
Intro to Safety Standards for Safety Officers #105 Completion Date	3 /4 /2011	Introduction to On-site Consultation #1500 Completion Date	
Accident Investigations #123 Completion Date ☐	4 /14/2016	Legal Aspects #141 Completion Date	4 /14/2016
Intro to Health Standards for Industrial Hygienists #125 Completion Date	5 /25/2011	Incident Command System #100 Completion Date	2 /10/2011
Investigative Interviewing Techniques #131 Completion Date ☐	4 /14/2016	Incident Command System #200 Completion Date	4 /11/2011
Technical Writing Completion Date	4 /14/2011	Incident Command System #700 Completion Date	2 /20/2012
check mark indicates completed course equivalent		Defensive Driving	12/13/2011

CERTIFICATIONS/ DESIGNATIONS

☑ OCSS	☑ MESH	☐ ADV - MESH	☐ CPM	☐ CHSP
☑ ASP	☑ C - MESH		☐ GSP	☐ CHST
☐ CSP	☑ PS - MESH		☐ OHST	☐ CET
☐ CIH	☑ IH - MESH	☐ PE	☐ CHMM	☐ STS

NOTE:
P: Partial Credit
C: Completion

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Your Name, Bureau and
EOD Date (Entry Day of Duty)
CSHO ID & Bureau

Core Courses

This section is when you've completed your core courses.

This section will have only the most recent Core Classes you've taken a core class more than once it will still show in your training records.

Certifications you've received

Training Documentation

Send Certificate

500/501
(Send Certificate and Card)

External Training
(Send Certificate and/or Card)

Safety Schools / Conferences

HAZWOPER
(Send Certificate **and** Card)

FEMA Courses

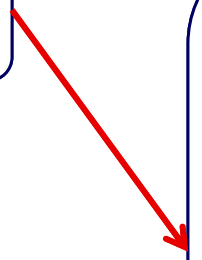
All USDOL/OSHA/OTI
Training

Any and All Training
You Receive a Certificate For

Training Documentation

NCDOL Certificates you'll receive

Core Courses



100
105
123/131
125
141
345
Technical Writing

ETTA Webinars

Training Documentation

Do not send Certificate/Documentation

OSH Internal Training
(ie: Core, PSM, CPR, etc)

Bureau Meetings

ETTA Webinars

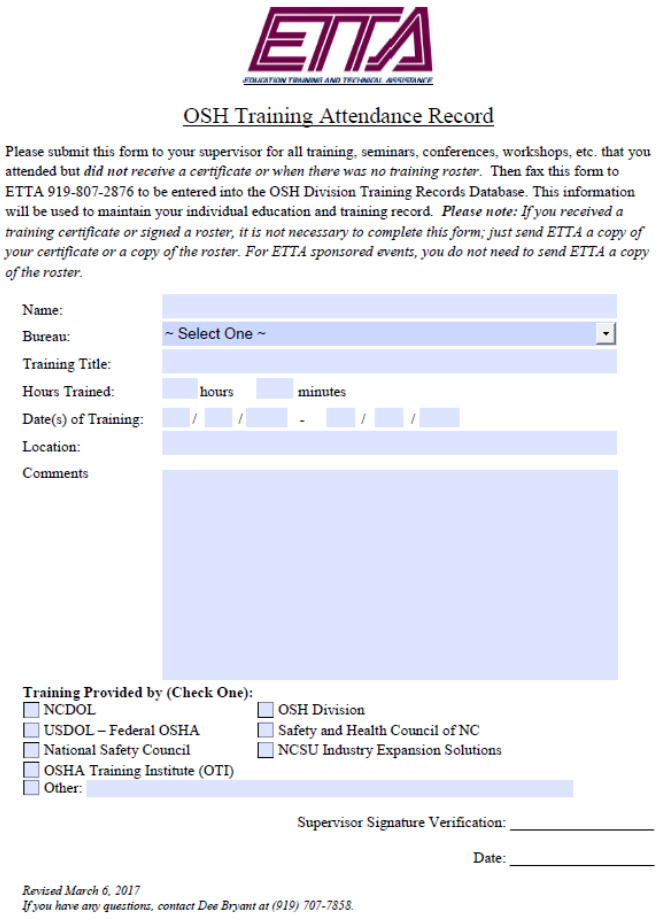
District Meetings

Individual Training Topic

OSH Division Training

External Training (No Certificate Given)

- Complete Training Submission Form, located on the One Stop Shop
- This form is NOT needed if you have a certificate.
- Needed if:
  - National Safety Council webinars
  - Third party webinars
  - Other third party training



ETTA
EDUCATION TRAINING AND TECHNICAL ASSISTANCE

OSH Training Attendance Record

Please submit this form to your supervisor for all training, seminars, conferences, workshops, etc. that you attended but *did not receive a certificate or when there was no training roster.* Then fax this form to ETTA 919-807-2876 to be entered into the OSH Division Training Records Database. This information will be used to maintain your individual education and training record. ***Please note:*** *If you received a training certificate or signed a roster, it is not necessary to complete this form; just send ETTA a copy of your certificate or a copy of the roster. For ETTA sponsored events, you do not need to send ETTA a copy of the roster.*

Name:
Bureau: ~ Select One ~
Training Title:
Hours Trained: hours minutes
Date(s) of Training: / / - / /
Location:
Comments

Training Provided by (Check One):

- ☐ NCDOL
- ☐ OSH Division
- ☐ USDOL – Federal OSHA
- ☐ Safety and Health Council of NC
- ☐ National Safety Council
- ☐ NCSU Industry Expansion Solutions
- ☐ OSHA Training Institute (OTI)
- ☐ Other:

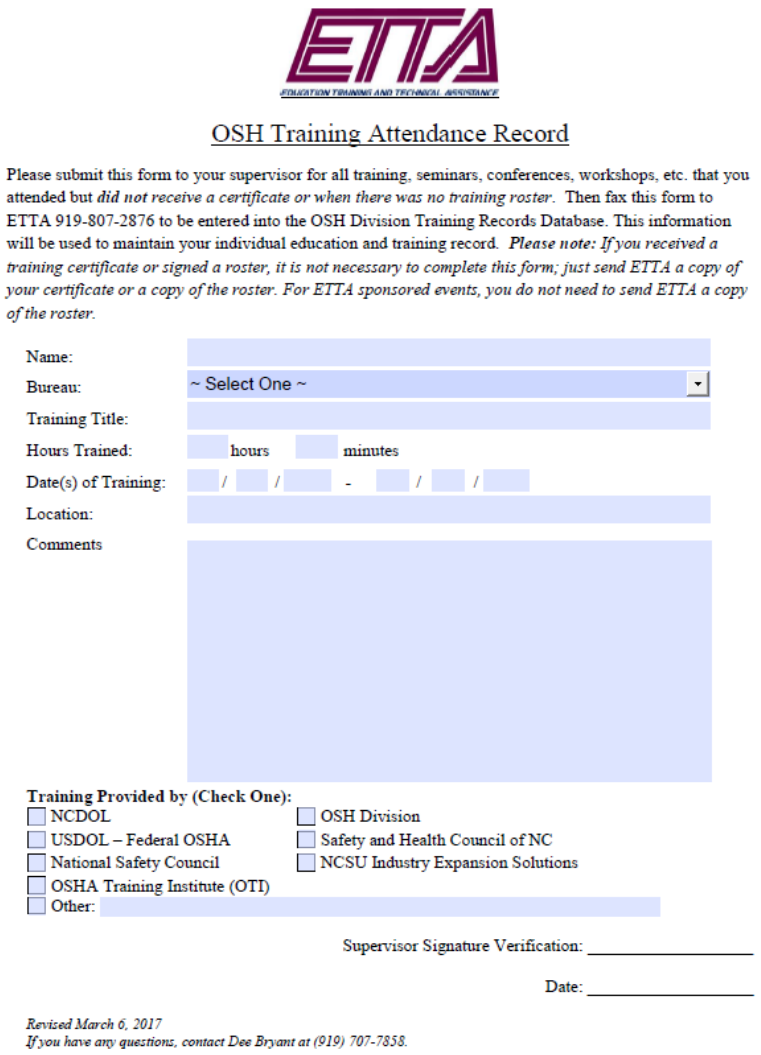
Supervisor Signature Verification: _____

Date: _____

Revised March 6, 2017
If you have any questions, contact Dee Bryant at (919) 707-7858.

External Training (No Certificate Given)

- Your Name
- Bureau (not district)
- Training Event
  - Complete Course Title
- Hour(s) Trained
- Date(s) Trained
- Location
- Comments
- Training Provided By
- Supervisors Signature



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- ☐ Other:
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- ☐ Safety and Health Council of NC
- ☐ NCSU Industry Expansion Solutions

Supervisor Signature Verification: _____

Date: _____

Revised March 6, 2017
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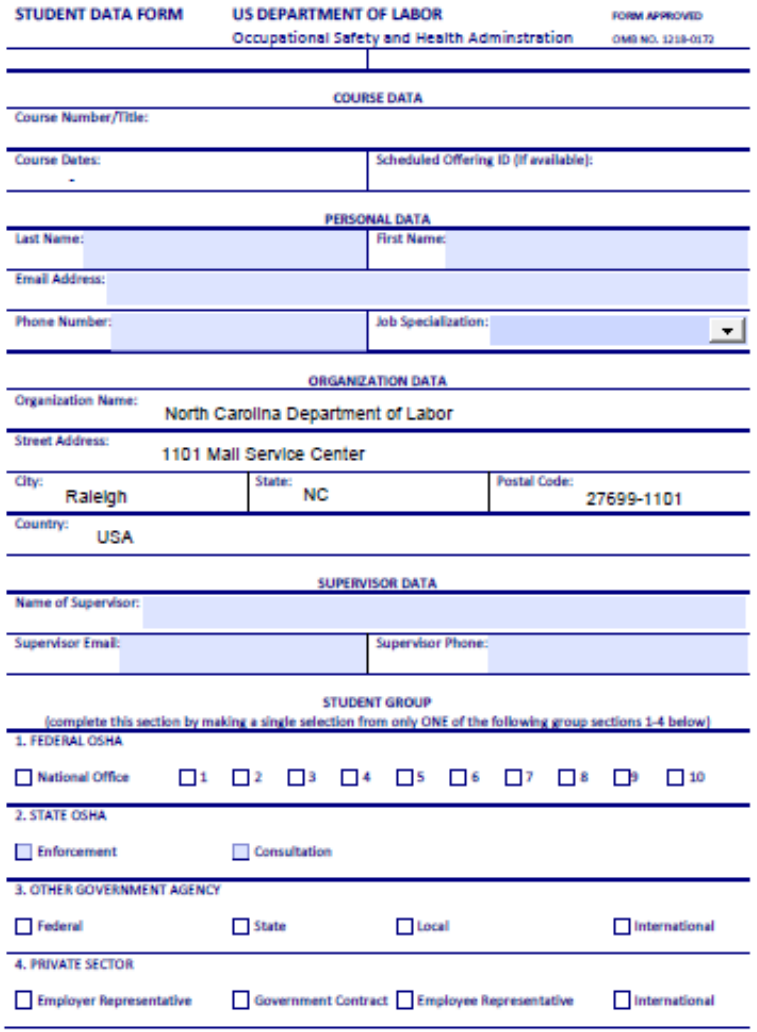
OSH Internal Training

- Register online thru the OSH One Stop Shop
- Please register correctly and be sure of accuracy of spelling and email addresses
- Register using your official NCDOL email address and phone number
- If your information is incorrect you may be removed and have to re-register with corrected information

OTI Webinars

- New Staff Members
  - Complete Student Data Form for OTI and to be entered into Training Records Database.
  - When you send the form please include your CSHO ID and EOD date (entry day of duty)



STUDENT DATA FORM — US DEPARTMENT OF LABOR — Occupational Safety and Health Administration — FORM APPROVED — OMB NO. 1218-0172

COURSE DATA

Course Number/Title:

Course Dates: -

Scheduled Offering ID (if available):

PERSONAL DATA

Last Name: | First Name:

Email Address:

Phone Number: | Job Specialization:

ORGANIZATION DATA

Organization Name: North Carolina Department of Labor

Street Address: 1101 Mail Service Center

City: Raleigh | State: NC | Postal Code: 27699-1101

Country: USA

SUPERVISOR DATA

Name of Supervisor:

Supervisor Email: | Supervisor Phone:

STUDENT GROUP

(complete this section by making a single selection from only ONE of the following group sections 1-4 below)

1. FEDERAL OSHA

☐ National Office ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

2. STATE OSHA

☐ Enforcement ☐ Consultation

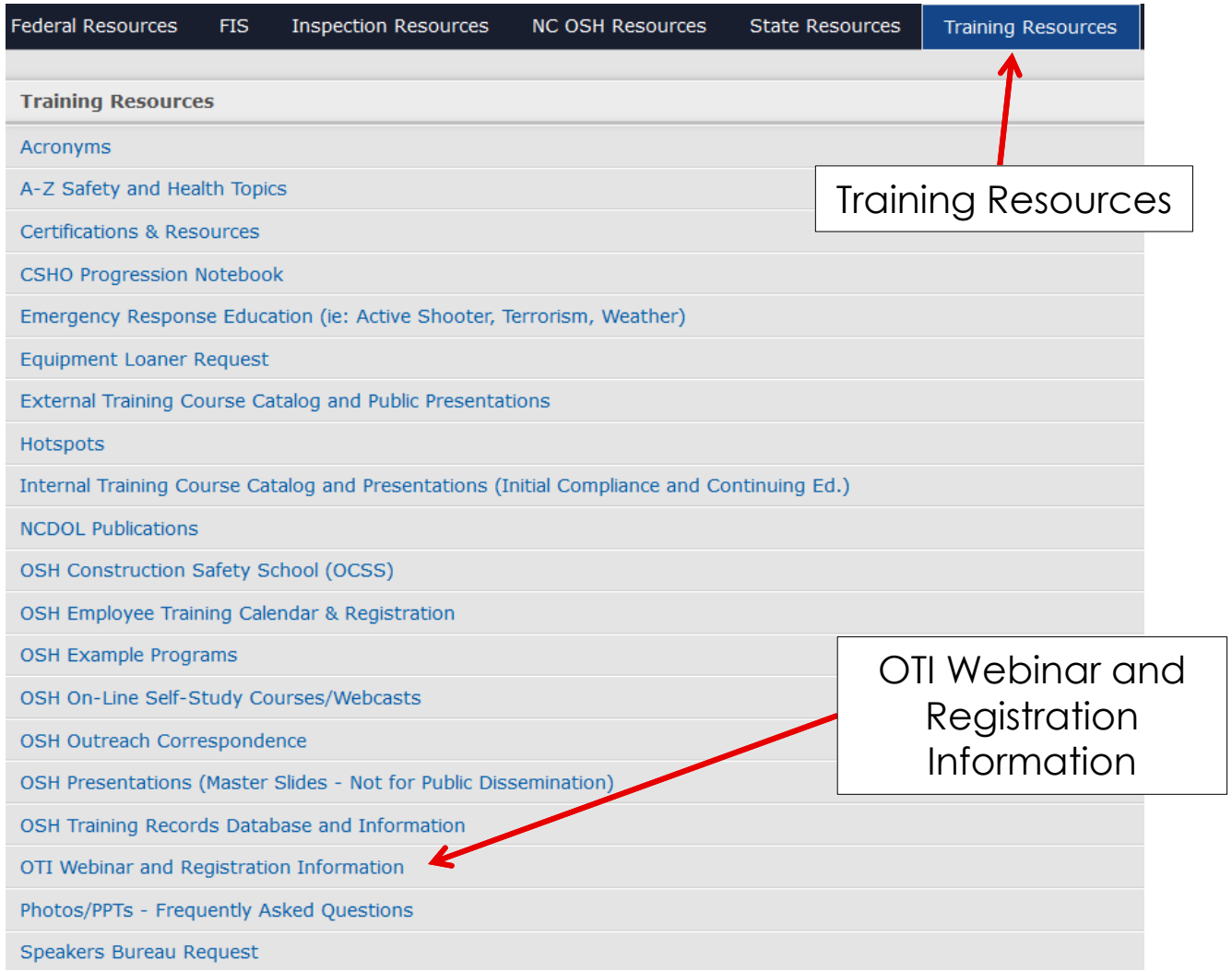
3. OTHER GOVERNMENT AGENCY

☐ Federal ☐ State ☐ Local ☐ International

4. PRIVATE SECTOR

☐ Employer Representative ☐ Government Contract ☐ Employee Representative ☐ International

OTI Webinars



OTI Webinars

OTI Webinar and Registration Information

As a reminder you must always get your supervisors' approval before taking any OTI webinars.

New Employee Information: To view any webinars (live or archived), all employees must complete a Student Data Form, complete the typeover sections only.

- Student Data Form
- Instructions for Student Data Form - Once completed email to Dee Bryant or fax to 919-707-7858.

Student Data Form and Instructions

Current and Previous Webinar Information:

- Webinar Information (Rosters and PowerPoints)
- Instructions for OTI Roster

Live and Previously Recorded

View Archived Webinars with Instructions:

- List of Archived OTI Webinars
- Course Mill Website
- Instructions to access Course Mill Website
- User ID's

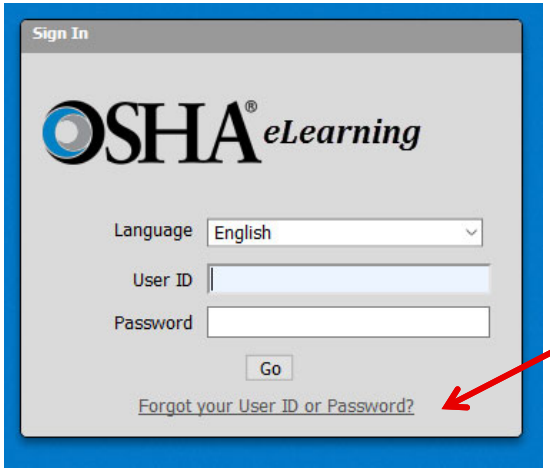
List of all OTI Archived Webinars

View Archived (Pre-recorded) OTI webinars

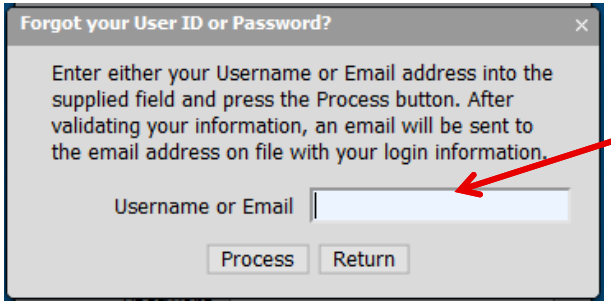
These webinars are for NCDOL employees only and may not to be distributed to the public.

OTI Webinars

Before you can access the archived Webinars, you must first be in the system. This could take up to 2 weeks after I've received the Student Data Form



Click on "Forgot your User ID or Password



Enter your email and follow the prompts

If you need additional assistance call Jay at 919-707-7858

FAQ's

Q: What if I have old training from previous employers?
A: You can submit certificates, I will enter into your training records that are relevant to OSH.

Q: What if I am from another state plan or Federal OSHA and have previous OSHA training?
A: Please submit training certificates and/or cards.

FAQ's

Q: What if I leave OSH and return, what about my training records from my previous employment here

A: Great question, it happens all the time. I do not delete anyone from the database, however you will need to complete another Student Data Form for OTI.

Q: What if there is an error?

A: Call me and we'll get it sorted out.

Thank You For Attending!

Final Questions?

Jay Cronley
919-707-7858
Jay.cronley@labor.nc.gov